



## Arecibo Observatory

Office of the Director

SUBJECT: Property training and learning opportunities at the Arecibo Observatory	Effective Date: 04-30-2020	Policy Number: AO-POPE0304
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	Responsible Authority: Operations & Maintenance Director	

DATE OF INITIAL ADOPTION AND EFFECTIVE DATE: April 30, 2020

### APPLICABILITY/ACCOUNTABILITY

This policy applies to the Arecibo Observatory property manager, area managers, supply technicians, and physical inventory personnel.

### GENERAL POLICY

This policy provides a list of training and learning opportunities for the personnel in charge of property management at the Arecibo Observatory. This policy establishes the minimum requirements for training in management and administration of property throughout its life cycle, and how to maintain a compliant and effective property control system.

### DEFINITIONS

1. **Property Management:** The process of maintaining an adequate Property Control System for Property; reporting of Lost, Damaged or Destroyed (LDD) equipment; and the process of contractor internal self-audit.
2. **Acquisition:** The process of acquiring property either through requisition or transfer from various sources or through purchase, including those made from contractor sources.

3. **Receiving:** The process of property initially entering into a contractor's custody.
4. **Identification:** The process of properly identifying property.
5. **Records:** The official accountable records maintained by a contractor to show status and to control all property furnished to or otherwise acquired by the Contractor.
6. **Movement:** The process of moving all types of property. It includes movement from one point to another within a contractor's facility, movement between facilities, for any purpose, and protection during movement.
7. **Storage:** The process of storing all types of property.
8. **Physical Inventories:** The process of physically locating and counting property and comparing it to records of such property, including the posting of findings and adjustments and the reporting of adjustments to the Property Administrator (PA).
9. **Reports:** The preparation and submission of reports reflecting the status of property as required by contractor regulation.
10. **Utilization:** The process of using facilities, special tooling, special test equipment, and agency-peculiar property for the purpose for which furnished or acquired.
11. **Maintenance:** The process of providing the amount of care necessary to obtain a high quality of production and the most useful service life of property.
12. **Subcontractor Control:** The process of prime contractor for control over subcontractors on property.
13. **Disposition:** The process of disclosing excess, requesting disposition instructions, and effecting disposal of property.
14. **Contract Property Closeout:** The process of properly closing out the property elements of a contract.
15. **[National Property Management Association \(NPMA\)](#):** non-profit membership association for professionals who are responsible for the effective and efficient management of equipment, materials, and other moveable and durable assets for their organization.

## POLICY STATEMENT

The Arecibo Observatory (AO) Property Administration Office is responsible for the training of personnel assigned to property management duties.

### Guidelines

#### Training and familiarity

The AO Property Manager is the point of contact on all matters dealing with Property Management. He is responsible for all tagged property, and warehouse inventory from cradle to grave. Property management is an area that is evolving every day. To be a successful manager, it is important to keep up with the latest trends and be familiar with government regulations. The National Property Management Association is a prime source of information relating to the proper management of government property and materials. They offer a certificate training program that prepares property managers to be effective careers professionals. They possess a vast library of reference material that is available to members and nonmembers. NPMA also offers certificates on fleet management for agencies that administer their own vehicles.

Area managers, supply technicians and physical inventory personnel are offered a presentation annually (see presentation in references) that covers the basics of property management. From identification to disposition to the proper care of government furnished property. Wall-to wall inventory on tagged equipment is taken biennially, whereas warehouse inventory is done annually. Property management is a daily routine that we all should be aware of. We are stewards and caretakers of government and contractor owned assets. We all are responsible for their security and upkeep.

#### Training and Learning Opportunities

There are a variety of educational programs that have been designed for the property professional. There are opportunities to expand knowledge and learn best practices in the various functions of property management.

The NPMA offers courses, workshops and seminars during the year.  
[https://www.npma.org/events/event\\_list.asp](https://www.npma.org/events/event_list.asp)

1. Property Management System Analysis, Self-Assessment and Subcontractor Surveillance
2. Fleet Management: Certified Federal Fleet Specialist
3. Back to basics: Unlocking the Mysteries of Property Management
4. Sustainable Leadership in Property Management
5. Federal Government Property Management
6. 100 Worst Mistakes in Property Management

## 7. Contract Property Fundamentals

The University of Central Florida offers an online training FAM131 Property Custodian Training.

FAM131 Property Custodian Training is a self-paced, online training course, will teach about online asset transfer requests and requests for lost/missing assets. The training will teach how to do the following:

1. Create an online asset transfer request
2. Approve, deny, or put the asset transfer request on hold
3. Create an online request for a lost/missing asset
4. Approve, deny, or put the lost/missing request on hold

Please visit: <https://financials.ucf.edu/training-online-courses/>

## REFERENCES

Presentation on Property Management

NPMA

<https://www.npma.org/>

University of Central Florida Financials

<https://financials.ucf.edu/training-online-courses/>

## CONTACTS

Operations & Maintenance Director, ext. 369

Support Operations Manager, ext. 257

INITIATING AUTHORITY

Director of the Arecibo Observatory

**POLICY APPROVAL**

**(For use by the Office of the Director)**

**Policy Number:** AO-POPE0304 Property Training and Learning Opportunities at the Arecibo Observatory

**Initiating Authority:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Principal Investigator:** \_\_\_\_\_

**Date:** \_\_\_\_\_